



**Program Director  
FiftyForward Bordeaux**

**SALARY INFORMATION:** \$14 per hour + benefits; Non-exempt

**WORK HOURS:** Full time; 32 hours per week with the availability to work flexible hours when needed (some mornings, evenings and possible weekends).

**BASIC FUNCTION:** The Program Director assists in the overall operation of the Center with emphasis on planning, developing, implementing and evaluating center programs and activities that are educational, social, and recreational and encourage total health and well-being and community involvement. Responsible for maintaining the Center database. Works cooperatively as part of a high performance team comprised of FiftyForward staff and volunteers. Carries out job responsibilities in a timely and professional manner.

**CORE JOB SPECIFIC COMPETENCIES**

**Approachability:** Is easy to approach and talk to; spends extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.

**Creativity:** Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions; tends to be seen as original and value-added in brainstorming settings.

**Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

**Motivating Others:** Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; can assess each person's hot button and use it to get the best of him/her; pushes tasks and decisions down; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.

**Organizing:** Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.

**Planning:** Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

## **CORE RESPONSIBILITIES**

- Works closely with the Center Director in planning and executing overall Center goals, strategic plan, marketing plans, and fundraising goals.
- Works with FiftyForward Bordeaux board of directors and advisory council and council committees.
- Plans, develops, promotes, implements, and evaluates center programs and activities to include a variety of courses, trips, presentations, workshops, and special events requested by members, including evening and weekend programs.
- Prepares, maintains, and distributes monthly calendar and newsletter. Works closely with other staff members in implementing the event calendar. Promotes activities through table sign-up sheets, information boards, social media, constant contact emails, and other means.
- Conducts and/or oversees all of the logistics of the member database, including (but not limited to) programming the kiosk, data entry, troubleshooting, and reporting.
- Prepares all center programs, activities and special events. Creates a daily schedule of programs, activities, trips, and special events, in conjunction with information board.
- Updates the MySenior Center Calendar with all assignments on a weekly basis.
- Updates the FiftyForward Communications department with monthly newsletter and calendar, special programs/activities occurring at the center, and other information requested by department.
- Actively recruits, screens, interviews, hires and evaluates instructors, group facilitators, and presenters in conjunction with the Center Director.
- Works closely with the Center Director to provide input and leadership to the Program Teams of the FiftyForward Bordeaux Center.
- Networks with other agencies and services in the area to collaborate when reasonable on programs and services.
- Drives agency van when volunteers are not available for daily programming and special events.
- Works in cooperation with the Center Director to develop marketing plans for the center. This includes PSAs, brochures, FiftyForward publications, daily and weekly newspapers, radio and television in order to creatively market and promote the center throughout the service area.
- Works closely with the Program Committee in identifying new program opportunities.
- Attends staff meetings, AOA Committee meetings, Advisory Council meetings, Program Committee meetings, meetings required by FiftyForward or Center Director, and FiftyForward Staff Retreat.
- Assists with the oversight of Center operations in the absence of the Center Director.
- Meets with the Center Director in person on a weekly basis to communicate all needs, requests, problems, concerns, and ideas and as needed.
- Performs other duties as assigned.

## **CORE WORK REQUIREMENTS**

**Education:** Bachelor's degree in social services or related field or equivalent.

**Experience:** 1-3 years of experience in program planning, development, implementation, evaluation, marketing, promotion, and recruitment. 1-3 years of experience creating newsletter

publications, posting stories on Facebook and flyers. Experience working with active older adults and volunteers. Proficiency in Microsoft 365. Prefer experience working in a non-profit agency.

**Special Skills:** Demonstrated skills in organization, administrative skills, customer service, and time management. Ability to maintain positive working relationships with staff, members, volunteers, partners, and the public. Proven ability to work cooperatively with internal and external customers and providers. Willing to actively listen, giving full attention to other people's needs; taking the time to understand the points being made and asking questions as appropriate without interruptions. Ability to work independently and as a team member. Ability to communicate effectively, both verbally and written. Ability to work efficiently in all Microsoft Office programs; managing electronic data files and records.

**Certifications and Licenses:** Valid Driver's License; must be First-Aid/CPR certified or willing to be trained. Must be willing to apply for CDL License.

**Physical Requirements:** This job is performed in a smoke free environment with possible high noise levels. Must be willing to assist participants in getting on and off the van. Must be able to attend community meetings, training events and agency meetings. The usual and customary methods of performing the job's functions require the following physical demands: sitting, walking, standing, ability to lift up to 25 lbs., carrying, pushing and/or pulling, some stooping, kneeling and/or crouching, moving and setting up tables and chairs, climbing stairs and significant fine finger dexterity. Must have ability to attend community meetings, training events, and agency meetings and events.

**Equipment Requirements:** Microsoft Office including Publisher and other graphics program, and database management (MySeniorCenter), Must have proficiency using desktop and laptop computer, multi-user copier and scanner, multi-line telecommunications system, facsimile machine, and audio-visual and sound equipment. Must be willing to drive a passenger group travel van, maintain a good driving record and maintain required automobile insurance.

#### HOW TO APPLY

To be considered, please send a current resume and cover letter  
indicating the position for which you are applying to:

[careers@fiftyforward.org](mailto:careers@fiftyforward.org)

#### **FiftyForward is a Smoke Free Workplace**

***FiftyForward is an equal opportunity employer. Applicants are considered for all positions without regard to political affiliation, religion, gender, age, race, color, national origin, sexual orientation, disability, marital or veteran status, the presence of a non-job-related medical condition or handicap, or other status protected under local, state or federal laws.***